HR/Payroll Daily Checklist - Week Two of Current Pay Period

DAILY CHECKLIST ITEMS

☐ **Monday**   ☐ **Tuesday**   ☐ **Wednesday**   ☐ **Thursday**   ☐ **Friday**

1   Review the HR/CMS Daily Bulletin.

2   Report time for Week One and continue processing HR transactions for the pay period.

3   Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period.*

4   Review HMTLR010 T & L Exception Report – *not correcting day(s) in error will result in an unpaid day.*

5   Validate HR and Payroll transactions entered from the previous day via the Paycheck Data page or Payable Status report.

6   Review payroll reports listed in the "**Review these reports daily**" section on page five.

ADDITIONAL ITEMS

Monday

☐ Timelogs available for current week HTIMELOG – *Timelogs will not reflect week one balance updates.*

☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*

☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page five for report names.*

Tuesday

☐ Review step increase changes scheduled to be made to an EE's job record using the Upcoming Step Increase report – HMCMP001.

☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*

☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page five for report names.*

Wednesday

☐ Finalize time for Week One and continue processing HR transactions for the pay period.

☐ Executive departments should respond to HRD's Customer Services Unit by 5pm – *Non-management unflagging requests requiring additional information for current pay period.*

☐ Review step increase changes that were made to an EE's job record using the Automated Step Increase report – HMCMP002

Thursday

☐ Executive departments should prepare non-management unflagging request list for Tuesday of the next pay period. *(I.e. Waivers, promotions, demotions, transfers, civil service and continuous testing hires)*

☐ Report documented time for Week Two.

Friday

☐ This is the last day to enter HR transactions- new hire, promotions, etc. Report documented time for Week Two.

☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*

☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page five for report names.*

Saturday

☐ HR/CMS is available for the reporting of time and attendance transactions.

HR/Payroll Daily Checklist - Week One of Current Pay Period- (**Friday Pay Day**)

Monday

- ☐ Last day to report and correct time & attendance exceptions for this pay period.
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period*
- ☐ Review the Contractor Error Report (RPT647A)- *those employees still on the RPT647A report on the day payroll is processed (Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Review HMTLR010 T & L Exception Report – *not correcting day(s) in error will result in an unpaid day.*
- ☐ Validate HR and Payroll transactions entered from the previous day via the Paycheck Data page or Payable Status report.
- ☐ Resolve unfunded payroll accounts using the PCRS predictive reports. *See page five for report names.*
- ☐ Review payroll reports listed in the "**Review these reports daily**" section on page five.

Tuesday – HR/CMS Not Available

- ☐ CTR to review and correct payroll errors - *this means CTR will uncheck "OK to Pay' transactions that appear on HPAY011, HMPAY024 or RPT647A for any employee with a fatal error – see page three.*
- ☐ See **TIP** box for reasons an employee would be unchecked as "Ok to Pay" by CTR on page three.
- ☐ Resolve all payroll accounting issues using the PCRS predictive reports- *departments have until 5pm to resolve funding issues.*
- ☐ **Payroll Processing begins for last pay period.**
- ☐ Review step increase changes scheduled to be made to an EE's job record using the Upcoming Step Increase report – HMCMP001.
- ☐ Executive departments need to submit non- management unflagging requests to HRD's Customer Services Unit by 5pm for current pay period. *(I.e. Waivers, promotions, demotions, transfers, civil service, and Continuous Testing hires)*
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Review payroll reports listed in the "**Review these reports daily**" section on page five.

Wednesday

- ☐ A signatory for the department must approve a Payroll Expenditure form or equivalent for the pay period. *Use the gross pay department/org total on the HPAY002 and keep on file.* www.osc.state.ma.us/payinfo/payroll/expappfrm.pdf
- ☐ Resolve insufficient funding issues found on the PCRS production reports. *See page five for report names.*
- ☐ Analyze paycheck data for employees that were problematic during payroll processing.
- ☐ Review payroll reports listed in the "**Review these reports after payroll has run:**" section on page five.
- ☐ When the system is available, utilize the Information Warehouse for the creation of ad hoc reports.
- ☐ When the system is available, begin reporting Time & HR transactions for the **new** pay period.

Thursday

- ☐ Report documented time for Week One and continue processing HR transactions for the pay period.
- ☐ Timelogs available for current week – HTIMELOG
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period.*
- ☐ Validate HR and Payroll transactions entered from the previous day via the Paycheck Data page or Payable Status report.
- ☐ Review HMTLR010 T & L Exception Report – *not correcting day(s) in error will result in an unpaid day.*
- ☐ Review payroll reports listed in the "**Review these reports daily**" section on page five.

HR/Payroll Daily Checklist - Week One - (Continued)

Friday

- ☐ Continue to report time for Week One and continue processing HR transactions for the pay period.
- ☐ Distribute advices/paychecks to employees.
- ☐ Resolve unfunded payroll accounts using the PCRS predictive report.
- ☐ Review HPAY011 report – *errors must be corrected before payroll processing day, or the employee will be marked as "Not OK to Pay" and will not receive pay for that period.*
- ☐ Review the Contractor Error Report (RPT647A) - *those employees still on the RPT647A report on the day payroll is processed (next Tuesday) will be marked as "Not OK to Pay" and will not receive pay for that period. Work with departmental MMARS staff to resolve.*
- ☐ Validate HR and Payroll transactions entered from the previous day via the Paycheck Data page or Payable Status report.
- ☐ Review HMTLR010 T & L Exception Report – *not correcting day(s) in error will result in an unpaid day.*
- ☐ Confirm direct deposit information online – *prenote information is passed to the bank Friday evening.*
- ☐ Review payroll reports listed in the "**Review these reports daily**" section on page five.

Five reasons an employee will be unchecked as "OK to Pay" by CTR: FATAL ERRORS

1. The employee is on the HPAY011 or HMPAY024 Payroll error messages report.

   I.e. Employee has negative net caused by not enough positive earnings posted to offset negative earnings posted.

2. The employee is on the RPT647A MMARS Predictive Payroll Reject Error listing report.

   I.e. Dates out of SC range, reference SC does not exist error messages

3. The employee is on the Negative Taxes report with negative gross pay.

   I.e. Employee has a negative gross caused by not enough positive earnings posted to offset negative earnings posted.

4. The employee is on the Negative Deductions report with negative gross pay.

   I.e. Employee has a negative gross caused by not enough positive earnings posted to offset negative earnings posted.

5. The employee shows up with a payroll error during the processing of payroll that was not reflected on the HPAY011 report.

TIP   Designate one person to run all reports and have another person review and correct errors.

TIP   After updating employee data, it is recommended to wait until the next day to verify the information using the Paycheck Data pages or Payable Status report.

TIP   Review daily bulletins from the Help Desk. If you're not able to see information that was entered the previous day it could be due to a batch job that hasn't run.

TIP   Monday before payroll processes, review the HMTLR010 report.

HR/PR REPORTS CHECKLIST AT A GLANCE

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Daily Reports	Daily Reports	Post Payroll Reports	Daily Reports	Daily Reports
		MMARS 647A			MMARS 647A
	MMARS 647A	Upcoming Step Increase Report		Time Logs	
	PCRS Predictive Reports	PCRS Predictive Reports	PCRS Production reports		PCRS Predictive Reports
Week 2	Daily Reports	Daily Reports	Daily Reports	Daily Reports	Daily Reports
	Time Logs	MMARS 647A			
	MMARS 647A	Upcoming Step Increase Report	Automated Step Increase Report		MMARS 647A
	PCRS Predictive Reports	PCRS Predictive Reports			PCRS Predictive Reports

REPORTS CHECKLIST

Review these reports daily:

- [ ] HMPAY006   Payroll Variance
- [ ] HMPAY012   Employees with Pay but No Retirement Deduction
- [ ] HMPAY013   Employees with Additional Pay Not Ok to Pay
- [ ] HMPAY014   Employees with Additional Pay Prorate = Y
- [ ] HMPAY015   Active Employees with No Checks
- [ ] HMPAY016   Deduction Flat Amount
- [ ] HMPAY017   Deduction Not Taken
- [ ] HMPAY018   Hourly Rate Less Than Minimum Wage
- [ ] HMPAY019   Hourly Rate Greater than $100
- [ ] HMPAY020   Net Pay Greater Than $5000
- [ ] HMPAY021   Employees Whose Net Pay is Less Than $10
- [ ] HMPAY025   Negative Deductions
- [ ] HMPAY026   Negative Taxes
- [ ] HMPAY042   Preliminary Payroll Report
- [ ] HMTLR006   Shift Amount Negative Entered with no set up
- [ ] HMTLR008   Time Entered for Inactive EE's
- [ ] HMTLR010   Time and Labor Exceptions
- [ ] HMTLR011   Adjust Holiday Pay Normal (Part Time Holiday Report)
- [ ] HPAY011   Payroll Error Messages
- [ ] HTL001   Payable Status Report

Print this report the 1st Thursday and the 2nd Monday of the pay period:

- [ ] HTIMELOG   Departmental Time Log

Review this report every Tuesday of the pay period:

- [ ] HMCMP001   Upcoming Step Increase Report

Review this report 2nd Wednesday of the pay period:

- [ ] HMCMP002   Automated Step Increase Program

Review these reports every Monday, Tuesday and Friday of the pay period:

- [ ] RPT647A   MMARS Predictive Payroll Reject Error Listing
- [ ] CTPC1A01 (PCRS 01)   Pred HR/CMS Insufficient Funds Emp Detail (Curr FY)
- [ ] CTPC1A02 (PCRS 02)   Pred HR/CMS Insufficient Funds Acct Detail (Curr FY)
- [ ] CTPC1A30 (PCRS 26)   Pred HR/CMS Payroll Account Status (Curr FY)
- [ ] CTPC1B01 (PCRS 01)   Pred HR/CMS Insufficient Funds Emp Detail (Prior FY)
- [ ] CTPC1B02 (PCRS 02)   Pred HR/CMS Insufficient Funds Acct Detail (Prior FY)
- [ ] CTPC1B30 (PCRS 26)   Pred HR/CMS Payroll Account Status (Prior FY)

Review these reports after payroll has run:

- [ ] HPAY001   Deductions Register
- [ ] HPAY002   Payroll Register
- [ ] HPAY004   Payroll Check Register
- [ ] HPAY006   Other Earnings Register
- [ ] RPT341A   Appropriation and subsidiary transactions with balances
- [ ] Complete Payroll Expenditure Approval form - www.osc.state.ma.us/payinfo/payroll/expappfrm.pdf

- [ ] CTPC3A01   Prod HR/CMS Insufficient Funds Emp Detail (Curr FY)
- [ ] CTPC3A02   Prod HR/CMS Insufficient Funds Acct Detail (Curr FY)
- [ ] CTPC3B01   Prod HR/CMS Insufficient Funds Emp Detail (Prior FY)
- [ ] CTPC3B02   Prod HR/CMS Insufficient Funds Acct Detail (Prior FY)

Report Descriptions

There is a memo available on the Comptroller's website which contains descriptions and instructions for payroll reports available in Viewdirect.
The memo is located at http://www.osc.state.ma.us/Payinfo/payroll/ViewRept.html

HMCMP001 – Upcoming Step Increase Report
This report allows the user to view the changes that will be made to employees' job record before the actual update to the job record occurs.

HMCMP002 – Automated Step Increase Program
This report allows the user to view the changes that were made to the employees' job record once the step increase has been granted.

HMPAY006 – Payroll Variance Report
HR/CMS Report available after confirm (Wednesdays). Indentifies "variances" from their previous payroll or "normal" regular earnings.

HMPAY012 – Employees w/pay but no Retirement Deductions
This report provides a listing of employees who received a check but did not have any retirement deduction taken. All employees are required to enroll in a qualified retirement plan, and therefore, should have a retirement deduction taken each pay period.

HMPAY013 – Employees w/Additional Pay not OK to Pay
This report lists all employees who have additional pay posted in the current pay period, but will not receive this additional pay because the OK to Pay box in the Additional Pay panel was not checked.

HMPAY014 – Employees w/Additional Pay Prorate = Y
This report lists those employees whose Additional Pay panel has the prorate flag set to Yes for a specific earnings code. This is a report that is monitored by HRD.

HMPAY015 – Active Employees w/No Checks
This report identifies all active exception hourly employees who are not receiving a check in the current pay period.

HMPAY016 – Deduction Flat Amount
This report will identify employees who have a deduction that is set up as a Flat Amount deduction, but no Flat Amount has been entered.

HMPAY017 – Deduction Not Taken
This report list all employees who did not have one of their deductions taken in the current pay period.

HMPAY018 – Hourly Rate Less Than Minimum Wage
This report identifies any employees making below minimum wage, which is currently $5.75 an hour.

HMPAY019 – Hourly Rate Greater than $100
This report identifies any employees whose hourly compensation rate is greater than $100 per hour.

HMPAY020 – Net Pay Greater Than $5000
This report identifies employees with net pay greater than $5,000 in the current pay period.

HMPAY021 – Employees Whose Net Pay is Less than $10
This report identifies employees with a net pay amount less than $10 in the current pay period.

HMPAY025 – Negative Deductions
This report identifies employees who have negative deductions in the current pay period.

HMPAY026 – Negative Taxes
This report identifies employees who have negative taxes in the current pay period.

HMPAY042 – Preliminary Payroll Report
Daily HR/CMS report that calculates total payroll by department, employee, earnings, taxes, deductions and net pay.

HMTLR006 – Shift Amount Negative entered w/no set up
This report lists any employees who have Shift Amount Negative entered in Daily Earnings and do not have Shift Additional Pay set up.

Report Descriptions (continued)

HMTLR008 – Time Entered for Inactive EE's
This reports lists employees who have time entered by the user in Time and Labor on days that the employee's status is 'inactive for payroll'. These entries will not be paid.

HMTLR010 – Time and Labor Exceptions
This report shows exceptions to employee time generated by the Time Administration process.

HMTLR011 – Adjust Holiday Pay Normal (Part Time Holiday Report)
This report shows details for each employee for whom adjustments in hours must be made.

HPAY001 – Deductions Register
This report shows all deductions taken for a particular pay period by department. This will assist in distributing MBTA passes because it shows which employees received an MBTA deduction.

HPAY002 – Payroll Register
This report shows the name, employee ID and department ID for all employees who received a payment for the pay period.

HPAY004 – Payroll Check Register
This report lists all checks, in check number order, processed in the pay period. It prints the following information about the checks: date, amount, name of payee employee, Employee ID, department name and ID, location name and ID, and pay group and address option for the employee.

HPAY006 – Other Earnings Register
This report supplies a breakdown of wages other than regular and overtime.

HPAY011 – Payroll Error Messages
This report lists employees who have fatal error in HR/CMS. Fatal errors have to be corrected or payroll cannot be run for the pay period.

HTL001 – Payable Status Report
This report lists all payable time for the current pay period for all employees for whom time has been reported, including prior period adjustments.

RPT647A – Contractor Error Report – MMARS Predictive Payroll Reject Error Listing
This report lists contract employees whose CP (contractor payroll) transaction will reject in MMARS. Contract employees on this report will not receive pay for the particular pay period if the error is not resolved before payroll processes.

RPT341A - Appropriation and subsidiary transactions with balances
This report lists all MMARS transactions processed during the period. Year to date balances for encumbrances, expenditures, advances as well as current unexpended balances and uncommitted balances appear on this report.

PCRS Reports - Predictive and Production

CTPC1A01 - (PCRS01) - Predictive HR/CMS Insufficient Funds Employee Detail (Current FY)
This report lists all employees within an appropriation whose payroll will be unfunded in the current pay period. If the funding issue is not resolved before payroll is processed, these employees will not be paid.

CTPC1A02 - (PCRS02) - Predictive HR/CMS Insufficient Funds Account Detail (Current FY)
This report lists departments' payroll by appropriation that will be unfunded for the current pay period. If the funding issue is not resolved before payroll is processed, employees in these appropriations will not be paid.

CTPC1A30 - (PCRS26) - Predictive HR/CMS Payroll Account Status (Current FY)
This report lists all of a departments' payroll appropriations for the current pay period both funded and unfunded.

CTPC3A01- Production HR/CMS Insufficient Funds Employee Detail (Current FY)
This report confirms all employees within an appropriation whose payroll is unfunded for the current pay period.

CTPC3A02 - Production HR/CMS Insufficient Funds Acct Detail (Current FY)
This report confirms a department's unfunded payroll by appropriation for the current pay period.

Prior Fiscal Year PCRS Reports

CTPC1B01, CTPC1B02, CTPC1B30, CTPC3B01, and CTPC3B02 are the same report descriptions as its accounts payable counterparts, except it's for the prior fiscal year.